

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Environmental Health Assistant II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs several aspects of arboviral surveillance including field work and laboratory work. Analyzes data using databases and Geographic Information Systems.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs mosquito identification by setting up and collecting mosquito traps, performing an environmental assessment of trap sites, speciating and sorting mosquitoes collected in traps and larval bags by way of chemicals and other laboratory equipment, recording data for analysis, and saving vector species for arboviral testing.
2	M	Tests for arboviruses by bleeding sentinel chicken flocks and wild birds using aseptic techniques and medical equipment.
3	M	Performs environmental health inspections by surveying, inspecting and investigating for signs of rodent activity or mosquito breeding, advising or referring if on private property, or treating if on city property.
4	S	Analyzes data by entering data into database and performing computer analysis, plotting arboviral, rodent, and rodent activity surveillance sites and data on software, and plotting tidal ditch breeding sources on global positioning systems units.
5	H	Exterminates pests by formulating and dispensing rodent and mosquito chemicals.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year in Laboratory Procedures.
Certifications and Other Requirements	Valid Driver's License. Category 8 Pesticide Applicator's License within fourteen months of appointment.
Reading	Work requires the ability to read entomological keys, and scientific journals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write various reports, and laboratory procedures.
Managerial	Managerial responsibilities include evaluating possible trapping sites, and designing public informational materials.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Setting/collecting traps, performing inspections, office equipment
Sitting	F	Computer, desk work, laboratory work, driving
Walking	F	Setting/collecting traps, performing inspections, to/from office equipment
Lifting	O	Traps, laboratory equipment, boxes
Carrying	O	Traps, laboratory equipment, boxes
Pushing/Pulling	F	Chair, desk drawer, trap doors
Reaching	F	On shelves for lab equipment
Handling	F	Traps, laboratory equipment, mosquitoes, chickens
Fine Dexterity	F	Computer keyboard, telephone keypad, microscope
Kneeling	O	Setting/collecting traps, performing inspections
Crouching	O	Setting/collecting traps, performing inspections
Crawling	O	Performing inspections
Bending	F	Performing inspections, lifting boxes
Twisting	F	Performing inspections
Climbing	O	Fences
Balancing	O	Fences
Vision	C	Computer, desk work, performing inspections, driving, mosquito identification
Hearing	C	Staff, supervisor, citizens, telephone
Talking	C	Staff, supervisor, citizens, telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Stereoscope, compound scope, forceps, petri dishes, aspirators, syringes, vials, entomological keys and guides, chemicals, fume hood, computer, Global Positioning System, ArcView GIS, Standard Microsoft Windows and Office software, telephone, traps

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	W
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

(1)

(2) Laboratory

PROTECTIVE EQUIPMENT REQUIRED:

Latex gloves, fume hood

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)